

Faculty Grade Entry (FGE) Banner XE

Grade Verification Summary

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Export Grade Verification Summary

Once you have completed manually entering or importing grades you can export a midterm or final grade verification summary. Click on **Tools > Export** (upper right hand corner)

The screenshot displays the Faculty Grade Entry (FGE) Banner XE interface. At the top, the user is identified as Michael N. Wilson at the University of Illinois at Chicago. The interface includes a navigation bar with a 'Tools' dropdown menu. A red arrow points to the 'Tools' menu, and another red arrow points to the 'Export Grade Template...' option within the dropdown. The main content area is divided into two sections: 'Select a Course' and 'Enter Grades'. The 'Select a Course' section shows a table with columns for Grading Scheme, Role, Subject, Course, Section, Title, Term, and CRN. The 'Enter Grades' section shows a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Tools' dropdown menu is open, showing options for 'Export Grade Template...', 'Import...', and 'Export'. The 'Export Grade Template...' option is highlighted with a red arrow.

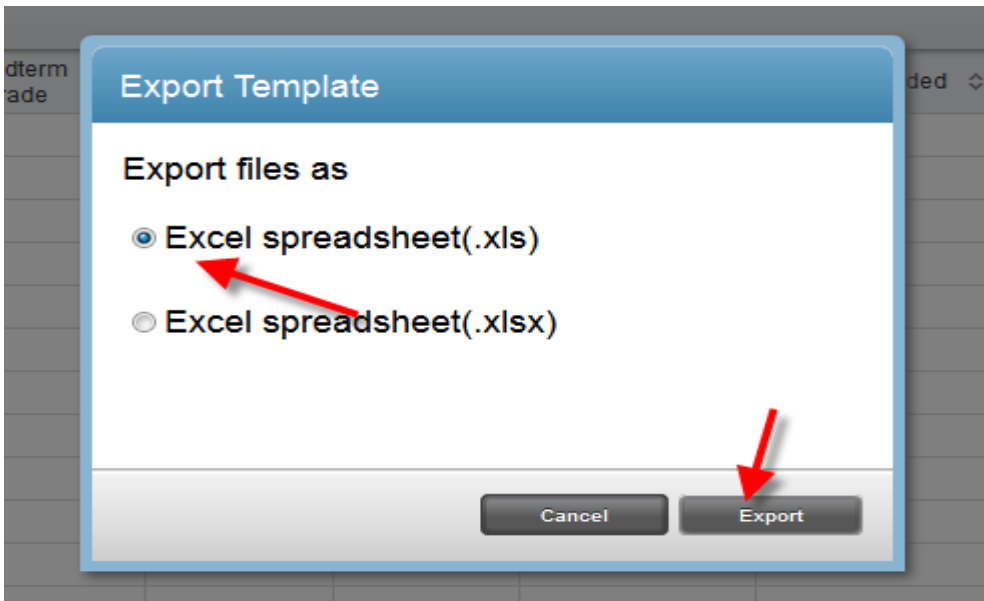
Grading S...	Role	Subject	Course	S...	Title	Term	CRN
		English (ENGL)	112	0	Intro Native Amer Literature	Fall 2014 - Chicag...	38...

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Test_Student1, Tom	668061627		B			
Test_Student10, Nancy	671116852		C			
Test_Student2, Terry	651147991		A			
Test_Student3, Tony	667259334		F		10/13/2014	
Test_Student4, Mike	679814700		B			
Test_Student5, Molly	674567706		C			
Test_Student6, Mary	658304731		A			
Test_Student7, Paul	678859651		F		08/25/2014	0
Test_Student8, Peter	674714611		C			
Test_Student9, John	652372674		B			

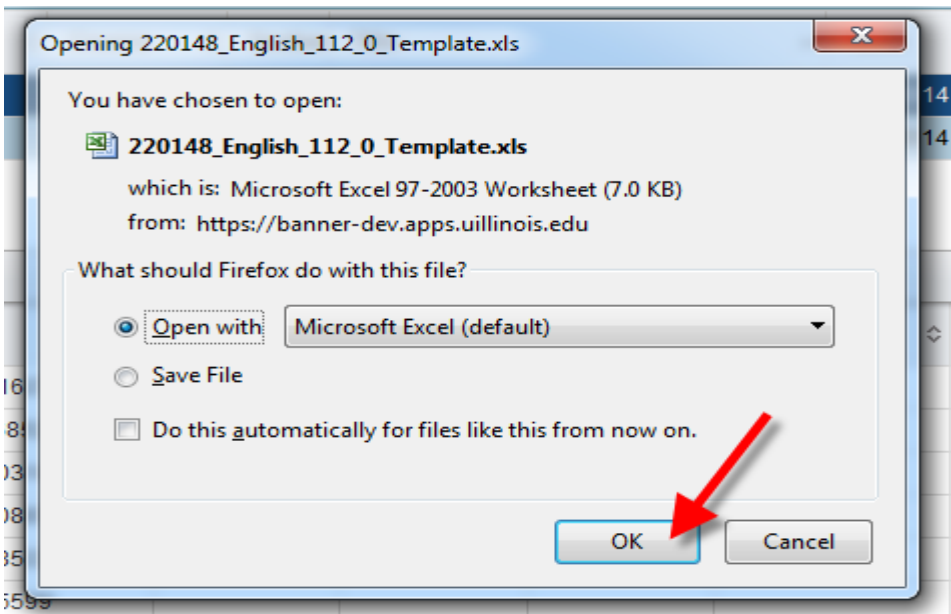
Course Details: English 112, Section 0
Intro Native Amer Literature
Course Reference Number: 38140
Eligible: 10
Registered: 10
Graded Final: 10
Course Dates: 08/25/2014 - 12/05/2014
Primary Instructor: Maryanne Lyons
Secondary Instructor(s): Carl A. Grazier, Michael N. Wilson

Student Details: John Test_Student9
Registration Status: **Web Registered**
Credits: 3
[Email student](#)

Export as Excel Spreadsheet(.xls)



Open the spreadsheet, do not save it yet



View spreadsheet

	A	B	C	D	E	F	
1	Full Name	ID	Roll	Confidential	Course	Final Grade	Last At
2	Test_Student1, Tom	668061627	No	No	English	B	
3	Test_Student10, Nancy	671116852	No	No	English	C	
4	Test_Student2, Terry	651147991	No	No	English	A	
5	Test_Student3, Tony	667259334	No	No	English	F	
6	Test_Student4, Mike	679814700	No	No	English	B	
7	Test_Student5, Molly	674567706	No	No	English	C	
8	Test_Student6, Mary	658304731	No	No	English	A	
9	Test_Student7, Paul	678859651	No	No	English	F	
10	Test_Student8, Peter	674714611	No	No	English	C	
11	Test_Student9, John	652372674	No	No	English	B	
12							

Do **“Save As”** and save spreadsheet in the appropriate folder (**Note:** if you just click Save it will be saved in a Temp folder that you may have difficulty locating)



Choose your folder and save

